

Franchise Tax Board (FTB)

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

You must have list eligibility, permanent civil service status, or have reinstatement eligibility to [apply](#). [Read more...](#)

Classification: Associate Business Management Analyst **Salary Range:** \$4400 - \$5348

Posted: 10/10/2008 **Final File Date:** 10/27/2008

Position Title: FACILITIES PROJECT MANAGEMENT SPECIALIST

Job description:

Under the general direction of the Staff Services Manager I, the incumbent will work with a high level of independence in the performance of a variety of analytical assignments related to facility cost accounting analyses and recommending solutions for optimum facilities space utilization; researching and preparing issue papers and management reports; planning, developing and implementing activities associated with Departmental Capital Outlay and Space Accounting Programs. The analyst may also serve on departmental teams representing the Facilities Management Bureau.

Required Knowledge, Skills, and Abilities:

- Strong written and verbal communication skills.
- Knowledge of State Budget Processes.
- Ability to analyze data, evaluate situations, prepare findings and take effective action.
- Ability to prioritize and organize multiple tasks to meet deadlines.
- Ability to act independently, demonstrating initiative and tact.
- Strong interpersonal skills with a sense of humor.

Desirable Qualifications:

- Experience leading teams or projects.
- Experience with Microsoft Excel, Word, and Access.
- Broad knowledge of the department and its programs.
- Some knowledge of AutoCAD drawings and floorplans.

Number of vacancies: 1 Permanent full-time **Length:**

Position number: 102-4716-002

Section/Unit: 102

Physical Location: Sacramento, California - Central Office

Special instructions:

Applications will be screened and only the most qualified applicants will be interviewed.

Mail your application to: Exam Unit, PO Box 550, Sacramento, CA 95812-0550.

Contact person: Sandy Green **Telephone number:** (916) 845-6947

Franchise Tax Board employees can hand deliver application to: Sandy Green @ Mailstop L233

Special requirements and instructions:

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation consists of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

Assistance for persons with disabilities: We comply with the Americans with Disabilities Act. Persons with hearing or speech impairments please call TTY/TDD (800) 822-6268.

California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB.